

C-O-N-F-I-D-E-N-T-I-A-L

ILLEGIB



1. Effective 1 January 1964 there is established a Training Selection Board for the purpose of selecting candidates to participate in external training programs where effective representation of the Central Intelligence Agency is considered by the Board to be a significant criterion for selection. The Director of Training is designated Chairman of the Board, and the Director of Personnel or his Deputy will serve as a permanent member. In addition, the Executive Director-Comptroller and each Deputy Director will designate a representative to act for him as a permanent member of the Board.
2. The Training Selection Board will be responsible for considering annually and recommending candidates to be nominated by the Agency for attendance at the Senior Defense Colleges, the Senior Seminar in Foreign Policy, and the Advanced Management Program at Harvard University. Candidates for these programs will compete for appointment in terms of their performance, need for the training in their present or proposed assignments, other qualifications as required by each institution, and their apparent ability to represent the Agency. Heads of Career Services will submit nominations in response to an annual solicitation by the Chairman of the Training Selection Board. Candidates who are available in the headquarters area will appear before the Board for personal interview during the selection process. Candidates and alternates chosen by the Board will be recommended to the Deputy Director of Central Intelligence for final selection.
3. The Training Selection Board will review continually the Midcareer Training Program and recommend to the Executive Director-Comptroller methods and procedures to ensure its continued and improved effectiveness.
4. The Board will evaluate continually external training programs to select those of interest to the Agency. In consultation with Heads of Career Services, the Board will establish quotas and arrange with the sponsoring

C-O-N-F-I-D-E-N-T-I-A-L

GROUP 1
Excluded from automatic
downgrading and
declassification

C-O-N-F-I-D-E-N-T-I-A-L

25X1

[redacted]
18 December 1963

TRAINING

institution for the allocation to the Agency of a suitable number of billets in selected programs. Nominees for these programs will be screened by a committee of one or more Board members designated by the Chairman and candidates to represent the Agency will be selected by the Training Selection Board.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
for Support

DISTRIBUTION: AB

2

C-O-N-F-I-D-E-N-T-I-A-L

25X1
[redacted]
CONFIDENTIAL

TRAINING

(3) The *Midcareer Executive Development Course* (formerly the *Midcareer Course*) is the formal training course providing generalist training to prepare individuals for broader administrative and executive positions in the future. The course is an integral part of the plan (provided sufficient spaces are available) for those midcareerists who have been identified for future executive posts.

c. RESPONSIBILITIES

(1) Heads of Career Services shall:

- (a) Evaluate critically all GS-13 career employees under 45 years of age and identify those individuals who are midcareerists and should therefore participate in the Midcareer Training Program. This evaluation shall be made on an annual basis.
- (b) Establish, in consultation with the Director of Training, a training plan for each midcareerist. Review individual plans at the halfway point to determine any modifications that are appropriate.

(2) The Chairman, Training Selection Board shall:

- (a) Continually monitor the Midcareer Training Program and recommend to the Executive Director-Comptroller methods to ensure its effectiveness, and
- (b) Approve nominees for the Midcareer Executive Development Course.

(3) The Director of Training shall:

- (a) Provide internal or external training specified in individual five-year plans.
- (b) Develop and conduct the Midcareer Executive Development Course.

7. TRAINING SELECTION BOARD

a. PURPOSE. The Training Selection Board is established to:

- (1) Evaluate training opportunities available through non-CIA facilities (see [redacted])
- (2) Assure effective selection of candidates for non-CIA training programs where representation of the Agency is deemed by the Board to be a significant criterion for selection [redacted]
- (3) Monitor the Midcareer Trainin [redacted]

b. MEMBERSHIP. The Director of Training is chairman of the Board and represents the Executive Director-Comptroller. Permanent members are the Director of Personnel, who represents the Deputy Director for Support, and three representatives designated by the Deputy Director for Science and Technology, the Deputy Director for Plans, and the Deputy Director for Intelligence, respectively. Each of these representatives shall be a member of one of the Career Services under the jurisdiction of the Deputy Director concerned.

25X1

8. TRAINING AT NON-CIA FACILITIES UNDER THE GOVERNMENT EMPLOYEES TRAINING ACT. Agency-sponsored training of CIA employees is authorized under the Government Employees Training Act of 1968 when considered necessary or desirable in the public interest to supplement self-education, self-improvement, and self-training. The act provides that, insofar as practicable, such training shall be accomplished by, in, and through CIA facilities. The act authorizes the Agency, to the extent necessary or appropriate, to use other

CONFIDENTIAL